

Final Estimates - Technical Review Team (FETRT)
Meeting Minutes June 6, 2015
605 Suwannee Street, Tallahassee, Florida
Teleconference phone number (850) 414-4971

FE TRT Attendees: Amy Tootle, Chairman of the FETRT, and members Sherry Valdes (CO), (via phone) David Bradford (D3), Scott Sikorsky (D1) and Barbara Espino-Perez (D6).

Guests via phone: Susan Robeson, the SCO Training Coordinator, Scott Tison (CTT), Stacy White and Craig Appel (A & SW Consultants, Inc.)

The meeting began at 10:35 AM. The following agenda items were discussed:

- 1) **Public Comments:** No comments
- 2) **Proposed Instructors for Final Estimates Level II Training Course:**

1. **Proposed Instructor from A & S W Consultants, Inc.**
Mr. Craig Appel

a) Instructor Review

After review of the proposed instructor's credentials and experiences, the TRT committee was not satisfied that Mr. Appel demonstrated his ability or qualifications to deliver training.

b) Recommendation

As a result of the discussion and review of the proposed instructor, we recommend disapproval of Mr. Appel as an instructor of the Final Estimates Level II Training Course. Mr. Appel may come back to the TRT and demonstrate his instructor capabilities, in person or via video conference, at which time the TRT will review his application once more.

c) Instructors Contact Information:

Mr. Craig Appel
55 Inlet Harbor Road
Ponce Inlet, FL 32127
Phone: (386) 788-9899
Cell: (407) 416-1720
Email: appelfam@att.net

(3) Proposed Provider of the Final Estimates Level II Training Course

A & SW Consultants, Inc.

1. Provider Review

After a review of the provider's submitted application, the TRT determined A&SW Consultants Inc. lacked an approved instructor for the FE Level II Training Course.

2. Recommendations

As a result of the review of the provider's submitted application, a unanimous recommendation of disapproval as a provider for the Final Estimates Level II Training course was made for A & SW Consultants, Inc., based upon their lack of an approved FE Level II instructor.

3. Provider Contact Information

A & S W Consultants, Inc.
55 Inlet Harbor Road
Ponce Inlet, Florida 32127
Phone No.: (386) 788-9899
Email: SWhite@ASWConsultants.com

(4) Revisions to FE Level II Course

A) Discussion

- Amy Tootle stated the revisions to Chapter 1 of the FE Level II Course are completed, with the exceptions of the two slides Scott is adding in.
- We will continue the course material review process with Amy providing the initial review and sending proposed revisions to the TRT for concurrence and further evaluation.
- Chapter 2 will be sent out to the team by June 26th, with TRT review comments due back to Amy by July 8th.
- In reviewing chapters, if a TRT member feels additional slides are needed, please create and send back to Amy for review.
- Amy will send out a schedule for review of the rest of the chapters.

Action Item:

Amy Tootle will send out Chapter 2 revisions by June 26th as well as a revised schedule for the rest of the FE Level II course review.

(5) Amy asks if there are any other questions to be discussed.

- No Questions

Meeting adjourned at 10:45 AM